

**TIDEWATER REGIONAL
LOCAL HUMAN RIGHTS COMMITTEE
August 20, 2013
DRAFT MINUTES**

Members Present

Denise Tynes
Janet Martin, Acting Chairperson
Rosalyn Wiggins

Others Present

Jacqueline Abbott, Director of Risk Management and Performance Improvement-Harbor Point BHC
Jaime Fernandez, RN, Director of Nursing – Kempsville Center for Behavioral Health
Marie Henrich, Office Manager-Harbor Point Behavioral Health Center
Reginald Daye, Regional Advocate-DBHDS
Winston Stewart, Program Director – Kempsville Center for Behavioral Health

I. CALL TO ORDER

The Local Human Rights Committee Meeting was called to order at 9:10 a.m. by Ms. Martin.

II. REVIEW OF MINUTES

The minutes from the committee meetings held on May 21st and June 4, 2013 were reviewed by the committee members. Ms. Tynes made a motion to approve both set of minutes as written.

III. PUBLIC COMMENTS

None

IV. UNFINISHED BUSINESS

Variance Requests – Harbor Point Behavioral Health Center requested a variance renewal on the following: Matrix Level System (Behavior Modification Model) and Time Out Regulations. Jacqueline Abbott reported these were the same variance requests that were approved by the committee back in July 2013. She reported a minor change to the Matrix Level System which pertained to the way points are distributed among the programs. The point distribution was adjusted based on which program the resident resides and their IQ: Behavioral Studies Program E (BSP E), Oasis, Wings and Compass – Ages 13-21 with IQ over 69 and Horizons – Ages 13-21 with IQ 55 to 69. This updated information is outlined at the bottom of each point table.

Reginald Daye instructed Mrs. Abbott to change the name “grievance” in the section of the Matrix Level System where it pertains to a resident who has general questions or concerns regarding certain aspects of the level system. Mr. Daye explained that a resident can question or dispute issues to staff and if those concerns are not satisfied at that point he/she can file a grievance.

Janet Martin recommended adding a section “staff and resident involved” on page 5.

The committee members questioned whether or not resident refusal of drug screens was tied to the Matrix Level System and Mrs. Abbott assured them that it was not.

Ms. Tynes made a motion to recommend approval to the State Human Rights Committee both variance renewal requests submitted by Harbor Point Behavioral Health Center. **1. Time Out Regulation/Structured Living Protocol** which places restrictions on resident movement within the structured unit setting and **2. Matrix Level System (Behavior Modification Model)**. This includes the Harbor Point Handbook.

Variance Requests – The Kempsville Center for Behavioral Health requested variance renewals on the following: Phone/Visitation – Jaime Fernandez, RN, stated that all visitors must be on an approved visitor list. This includes phone contact. This list is reviewed and agreed upon during time of admission by the parent/guardian and the resident. If in the future the resident wanted to add a person to their approved list they would consult with their assigned therapist.

Use of Vending Machines – Ms. Fernandez reported that the residents do not utilize the vending machines but instead obtain healthier snacks from the “Kempsville Store”. These snacks are issued based on points; no money is exchanged. Ms. Fernandez stated the staff vending machines have been relocated to an area where residents do not transition.

Unit Restriction & Structured Living Protocol – Ms. Fernandez informed the committee members that both of these restrictions require a physician’s order not to exceed: 1) 72 hours for unit restriction and 2) five (5) days for SLP without a new order for another five (5) days.

Unit restriction requires a physician review every 24 hours while being implemented.

Ms. Martin asked what would transpire if it indeed did go past the allowed time for either unit restriction or SLP. Mr. Daye indicated that the program will be cited by Licensing for violation of the variance. It was also noted that the LHRC has the authority to extend the SLP for additional five days. There is no extension allowed for unit restriction. Ms. Fernandez stated that has never occurred and the use of unit restriction is very effective.

Mr. Daye recommended continuing the 3:1 staff ratio pertaining to the use of unit restriction. He also indicated that the SHRC require a 1:1 staffing ratio for the use of the SLP. Mr. Daye also recommended that any violations of the staffing ratio or the policies as written be reported to the Office of Human Rights within 24 hours. Mr. Daye asked that a report be submitted to the State Human Rights Committee (annually) and the LHRC (quarterly) on the use of all approved variances. The reports should include statistical data on the use of and effectiveness of the policies as implemented.

Motion: Ms. Tynes made a motion to recommend approval of all (4) variance renewal requests including the handbooks submitted by the Kempsville Center for Behavioral Health. Ms. Wiggins seconded this motion. The LHRC voted to recommend to the SHRC approval of all variance request to include the recommendations made by Mr. Daye.

Mr. Daye announced that the State Human Rights Committee Meeting would take place **October 25, 2013 at Riverside Behavioral Health Center**. The program staff with need to attend to present the variance request to the SHRC.

V. NEW BUSINESS

Election of Officers: Ms. Wiggins made a motion to elect the following officers for a term of 08/20/13- 06/30/2014:

Janet Martin- LHRC Chairperson
Delinda Swanston- LHRC Vice-Chair
Rosalyn Wiggins- LHRC Secretary

Action: The motion was seconded was made by Ms. Tynes. All members voted in favor of the motion.

VI. STANDING REPORTS

None

ALLEGATION REPORTS - CLOSED SESSION:

Ms. Wiggins made a motion that the committee go into Executive Session, pursuant to Virginia code 2-2-3711A (4) for the protection of the privacy of individuals in personal matters not related to public business, namely to review patient information from Harbor Point Behavioral Health Center pursuant to the regulations.

Action: Second was made by Ms. Martin. All members voted in favor of the motion.

Reconvene in Open Session: Upon reconvening in Open Session, Ms. Martin, Ms. Wiggins and Ms. Tynes of the Tidewater Regional LHRC certified to the best of their knowledge that only public matters exempt from statutory open meeting requirements and only public business matters identified in the motion to convene the Executive Session, as referenced above, were discussed in accordance to Virginia Code 2-2-3711A (4).

Recommendation:

Ms. Wiggins made a motion that Harbor Point Behavioral Health Center trained its staff on documenting and accurately picking up doctor's medication orders so they are followed as written.

Action: Second was made by Ms. Tynes. All members voted in favor of the motion.

VII. NEXT SCHEDULED MEETING

October 29, 2013

VIII. ADJOURNMENT

There being no further business to discuss, Ms. Martin made the motion to adjourn. Ms. Wiggins seconded the motion. The meeting was adjourned at 11:30 a.m.

RESPECTFULLY SUBMITTED:

Marie Henrich, Office Manager-Harbor Point BHC
Recording Secretary

Janet Martin, LHRC Chairperson